

How to set up an Android phone or tablet to connect to college email

Open the Mail app. If you have never set up a mail account before it will bring you directly to the Account Setup screen, otherwise you can get there by tapping the Settings button (the three bars/dots in the upper right corner), tap Settings, and in that screen, tap New Account.

On the Account setup screen, fill in your college email address, and your regular portal password, and press Next. Note: your college email address is composed of your userid (eg. abc01010) followed by @ccv.vsc.edu, so for example abc01010@ccv.vsc.edu

You will be asked what type of account this is. Tap the Exchange button.

On the Incoming server settings screen, the fields will be filled in, but it will not have guessed correctly.

Fill in your username with your userid (eg. abc01010) followed by @vsc.edu, so for example abc01010@vsc.edu (Note that this is slightly different than your email address above!)

The password field should be correct based on what you keyed on the first screen.

Fill in the Server with outlook.office365.com

Verify that the security type is set to SSL/TLS, and the port is 443, but they are defaults and so should be correct. When you're ready, tap Next.

You will get a prompt that asks you to permit some remote control features. These allow remote erasure of the device if you were to lose it. (Please note your device will not be erased unless you request it!)

You will need to tap OK to continue.

Next you'll get the Account options screen. The defaults are mostly fine, but please uncheck the one at the bottom marked "Automatically download attachments", which will help with security and potentially save you data charges and phone memory. After unchecking, tap Next.

The last (almost!) screen just asks you to name this email account on your device. You may call it anything meaningful to you (eg. CCV). Tap Next when done.

Depending on your version of Android, you may be asked one more time about activating the remote device administration. This screen looks scarier than it is. It is really just asking if it's okay to enable the ability to erase the device remotely if you were to lose it. You will need to tap Activate to enable the email account.

That's it. Your college email should begin flowing in.